

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>WEBER HOUSING AUTHORITY</u> PHA Code: <u>UT022</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2010</u>												
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>0</u> Number of HCV units: <u>123</u>												
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <thead> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.												
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  The mission of the Weber Housing Authority is to promote and provide safe, affordable and sound housing, free from discrimination, with self-sufficiency opportunities for persons of low-to-moderate income in partnership with the communities we serve. The authority is to promote personal, economic and social upward mobility to provide families the opportunity to make the transition from subsidized to non-subsidized housing.												

5.2

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

Housing market conditions have changed dramatically in Weber County over the last five years. The community has achieved major successes in its downtown redevelopment and economic development endeavors. The rise in home prices and rents a couple of years ago and then the plummeting home values that have taken place over the last several years, as well as general preferences for housing type, location and other factors, are to a large degree influenced by private market forces that are beyond the scope and control of government regulation.

The population of Weber County grew 23% from 1990 to 2000 to a total of 196,533. The anticipated 2010 population is expected to be 232,000. It is estimated that ninety-three percent (93%) of the county's population live in existing municipalities.

Moderate income is defined by Utah State Statute 17-27-307 as 80% of the Area Median Income (AMI). Moderate income housing is defined by HUD as a dwelling unit cost of no more than 30% of the moderate income which includes rent/mortgage and all utilities.

**HUD Goal: Increase the availability of decent, safe and affordable housing.**

Expand the supply of assisted housing

- Apply for additional rental vouchers as they become available
- Leverage private and or other public funds to create additional housing opportunities using tax credits or bond financing
- Acquire or build affordable housing units in Weber County if financing can be arranged

Improve the quality of assisted housing

- Improve Housing Choice Voucher management – get SEMAP (Section Eight Management Assessment Plan) to 100% and maintain
- Increase customer satisfaction – training

Increase assisted housing choices

- Provide voucher mobility counseling to families seeking to relocate
- Conduct outreach efforts to potential landlords – sponsor or conduct a training at least once a year
- Implement a homeownership program – Community Development Block Grant (CDBG) funded down payment assistance

**HUD Goal: Promote self-sufficiency and asset development of families and individuals**

Promote self-sufficiency and asset development of assisted households

- Provide or attract supportive services to improve assistance recipient's employability
  - Post job announcements on our community board
  - Encourage families to participate in our local Prosperity Center (a local non-profit offering financial education, job assistance, credit repair, budgeting and other services)
  - Encourage families to seek employment

**HUD Goal: Ensure Equal Opportunity in Housing for All Americans**

Ensure equal opportunity and affirmatively further fair housing

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, disability and/or source of income – send literature to landlords
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, familial status, disability and/or source of income – adoption and enforcement of more stringent HQS policies
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of the unit size required – create and maintain a list of accessible housing and make referrals accordingly/help to arrange for transportation if possible

**Other Goals**

Streamline and/or conduct operations analysis for maintaining good customer service

- Update annual organizational chart – annually
- Evaluate office space and other space needs
- Implement regulatory changes as they become effective
- Review operations to keep up with existing needs – no family receiving a voucher should be denied assistance based on the lack of accessible housing
- Review hardware and software computer systems to keep up with program requirements and regulation changes
- Invite our HUD Representative to our offices for site visits at least twice a year

Improve and maintain inter-agency cooperation

- Diligently work with other agencies to provide services
- Stay involved in the community services arena

Improve communication linkages both internally and externally with customers and client families

- Improve access to information for residents
  - Obtain and maintain an emailing list to share events and opportunities with our families
  - Make informational brochures available to the community in our lobby
  - Improve information access to owners – invite owners to an annual meeting
  - Create and distribute consistent information – create annual newsletter and send to families

**Include a report on the progress the Weber Housing Authority has made in meeting the goals and objectives described in the Previous 5-Year Plan.**

The goals identified in the new 5-Year Plan are basically the same as those identified in the previous 5-Year Plan. Additional objectives have been added to improve performance and more effectively meet the needs of the community and the target populations.

Goal – Expand the supply of assisted housing

The Weber Housing Authority has not received any additional vouchers. However, we are now serving four chronically homeless individuals with Shelter Plus Care.

Goal – Improve the quality of assisted housing

The Weber Housing Authority has received the designation of a Standard Performer for one year and a High Performer for five years. The Weber Housing Authority continues to review management processes and look for ways to improve controls, use of reports and responsiveness to applicants, families and landlords. It has identified areas to increase education of landlords on responsibilities and tenant rights. Staff training has increased and will continue to increase. Weber Housing Authority staff manage inspections to keep current and future units at appropriate standards. The Weber Housing Authority has updated its Administrative Plan on a regular basis to stay current with changes to policy and procedure.

Goal – Increase assisted housing choices

The Weber Housing Authority educates on the availability of portability (when approached) and manages those who port to this jurisdiction as regulations require. There is somewhat regular activity in this area with more porting to this agency than there have been porting out of this agency. The Weber Housing Authority also makes referrals to programs that assist with security deposits, utility assistance and legal assistance.

Goal – Promote self-sufficiency and asset development of families and individuals

The Weber Housing Authority does not currently have a Family Self-Sufficiency program. However, it does identify resources and opportunities for tenant referrals and community partners and programs to support families participating in the Housing Choice Voucher program.

Goal – Ensure equal opportunity and affirmatively further fair housing

The Weber Housing Authority actively participates in a Fair Housing Forum held monthly at the Salt Lake HUD Office. All opportunities for staff training are taken advantage of.

Goal – Streamline and/or conduct operations for maintaining good customer relations

The Weber Housing Authority dissolved a contract with the Ogden Housing Authority who was administering the 123 Housing Choice Vouchers. The Weber Housing Authority opened its doors as a single entity on March 1, 2009. Many changes have taken place over the last year. A new software system was purchased and implemented for the client data tracking. We have opened the Housing Choice Voucher waiting list. We have made our staff available to the families we serve, our community and the partnership agencies we work with on a daily basis. There has been a strong focus on building relationships and trust in the community.

Goal – Improve and maintain inter-agency cooperation

The major goal was to improve the relationship between the Ogden Housing Authority and Weber County. That relationship has since dissolved. However, the Weber Housing Authority and the Ogden Housing Authority work together to ensure seamless service opportunities to the community we serve.

Goal – Improve communication linkages both internally and externally with customers and client families

Great strides have been taken to be a resource to our community and especially the families we serve. We have a public notice board that is updated regularly. We have a computer in our office that families and/or community members can use to help facilitate their search for housing.

## PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

On August 8, 2008, the Weber Housing Authority's Administrative Plan was adopted to reflect the revisions to the Weber Housing Authority's policies and procedures. The Weber Housing Authority will continue to update and modify its Administrative Plan to meet the needs of the community and the families we serve. The intent of any changes is to ensure continuation of rental assistance monies, stabilize program housing assistance funding and to ensure the best use of those monies available.

The Weber Housing Authority voluntarily took the following actions to reduce costs in the Housing Choice Voucher (Section 8) program:

### Voucher Issuance

The Weber Housing Authority continues to issue vouchers as they are turned over by existing clients.

### Subsidy/Payment Standards

On February 19, 2010, the Weber Housing Authority amended its Administrative Plan. The existing payment standard that was being used (110%) was reduced to 105%. The application of this new payment standard will be applied to all newly issued Housing Choice Vouchers, existing vouchers where the family is moving to a new location and to existing vouchers after their second reexamination date after this change.

In order for the subsidized unit to be eligible for the program, the dwelling unit must be appropriate for the number of persons in the household. A family must be allowed to lease an otherwise acceptable dwelling unit with fewer bedrooms than the number of bedrooms stated on the voucher issued to the family, provided the unit meets the applicable Housing Quality Standards (HQS) space requirements [24 CFR 982.402(d)]. The utility allowance to be used is always based on the actual size of the selected unit. If the unit size for which the family is eligible changes during the term of the HAP contract, the "new" unit size is applicable at the first regular reexamination following the change (§982.505(b)(5)).

### Utility Allowances

Effective January 1, 2010, the Weber Housing Authority has reviewed and revised its utility allowances to determine if they are too high. Changes in utility allowances are implemented immediately for newly issued vouchers and/or new moves and at the next regularly scheduled reexamination of family income.

6.0

### Ensuring Rent Reasonableness

Effective October 1, 2010, at the contract anniversary date, the Weber Housing Authority will review owner rents and reduce them if warranted. The Weber Housing Authority will determine whether the rent to the owner is a reasonable rent in comparison to rent for other non-subsidized or otherwise assisted units in accordance with the regulations at §982.507(b) and the HAP contract. Even if an owner's rent is reasonable, the Weber Housing Authority will request the owner to voluntarily agree to a temporary rent reduction or defer a rent increase to avoid termination of family assistance and the HAP contract termination. It is the owner's option to agree to such measures.

### Portability and Moves Within the PHA Jurisdiction

The Weber Housing Authority has opted to deny portability moves, and moves within the PHA jurisdiction beginning in calendar year 2009 to subsidize families that move to a higher cost area or unit. This is a denial to move for insufficient funding under §982.314(e)(1). In such cases, the Weber Housing Authority will contact the receiving PHA and confirm that the receiving PHA will not absorb the family. If the receiving PHA is willing to absorb the family, there are no grounds to deny the portability move under §982.314(e)(1).

### Family Income Matching/Verification of Other Anti-Fraud Efforts

The Weber Housing Authority has accelerated efforts concerning income matching and income verification. The Weber Housing Authority immediately notifies families that enforcement action could be taken where underreporting of income is discovered. All families are checked in HUD's EIV (Employment Income Verification) system for accuracy. Income is verified for all members of the family over the age of 18.

### Interim Examinations

The Weber Housing Authority will process interim reexaminations to account for any changes in household composition and family income (earned or unearned) that occurs between annual reexaminations regardless of the Total Tenant Payment (TTP) change and/or within 3 months of the family's annual reexamination date.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

Public access to information regarding any activities outline in this plan can be obtained by contacting the Weber Housing Authority's office in the Weber Human Services Building at 237 26<sup>th</sup> Street, Suite E220 in Ogden, Utah. The Weber Housing Authority also provides a copy of this 5-Year Plan to each Board Member.

Locations for Weber Housing Authority Plans and Supporting Documents including Plan revised policies or program changes (including attachments) are available for public review and inspection at the Weber Housing Authority's office as well as at the Weber County Planning Division in the Weber Center at 2380 Washington Boulevard in Ogden, Utah.

**PHA Plan Elements**

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures  
Available for review in the Weber Housing Authority Administrative Plan
2. Financial Resources

HCV Contract	\$743,411
Shelter Plus Care	\$ 29,184
CDBG	\$250,000
3. Rent Determination  
Available for review in the Weber Housing Authority Administrative Plan
4. Operation and Management  
Available for review in the Weber Housing Authority Administrative Plan
5. Grievance Policy  
Available for review in the Weber Housing Authority Administrative Plan
6. Designated Housing for Elderly and Disabled Families  
N/A
7. Community Service and Self-Sufficiency  
N/A
8. Safety and Crime Prevention  
N/A
9. Pets  
N/A
10. Civil Rights Certification  
Available for review in the Weber Housing Authority Administrative Plan
11. Fiscal Year Audit  
There were no significant findings or concerns. A copy is available for review at the Weber Housing Authority.
12. Asset Management  
N/A
13. Violence Against Women Act (VAWA)  
The Weber Housing Authority has adopted an administrative policy regarding the Violence Against Women Act (VAWA). The Weber Housing Authority will not deny admission to any person in the Housing Choice Voucher Program because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission. Assistance will not be terminated by the Weber Housing Authority as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence, or stalking engaged in by a member of the assisted household, a guest or another person under the tenant's control, and the tenant or immediate family member is the victim or threatened victim of this criminal activity.

	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>Home Ownership Program</p> <p>The Weber Housing Authority will begin offering a down payment assistance program for income eligible and qualified families. This program is funded in the amount of \$250,000 by a Community Development Block Grant (CDBG) fund through Weber County. The grant/loans are in the amount of \$5,000 and can be used to purchase a home located in Weber County (not including Ogden City). The home buyers must be purchasing this home as their primary residence on an owner-occupant basis within the geographic boundaries of Weber County. The home being purchased cannot have a purchase price of more than \$180,000. Home buyers are required to use \$2,000 of their own monies at or before the time of closing. The grant/loan is available for down payment assistance, pre-paid expenses, reasonable closing costs and principal reduction. Some of the eligibility criteria is listed below:</p> <ul style="list-style-type: none"> <li>○ First time home buyer (HUD’s definition)</li> <li>○ No outstanding debts to other Housing Authorities</li> <li>○ No current ownership interests</li> <li>○ No outstanding credit barriers to obtaining mortgage financing</li> <li>○ Household income at or below 80% of the Area Median Income (AMI)</li> <li>○ Must be able to qualify for a fixed rate mortgage using FHA, VA or conventional financing</li> <li>○ Must complete an 8 hour Pre-Purchase Housing Counseling training</li> </ul> <p>The Weber Housing Authority is not currently offering Housing Choice Vouchers for home ownership opportunities. The Weber Housing Authority may offer home ownership vouchers within the next five years. The down payment assistance program will be shared with all of our existing Housing Choice Voucher families and individuals and we will work with them to achieve their aspirations of home ownership.</p> <p>7.0 The Weber Housing Authority will demonstrate its capacity to administer this program by the following means:</p> <ul style="list-style-type: none"> <li>○ Require that the home buyer has a vested interest by requiring \$2,000 out-of-pocket at or before the time of closing</li> <li>○ Require that the home buyer obtain a fixed rate mortgage using FHA, VA or conventional financing</li> <li>○ Partnering with local agencies to provide the Pre-Purchase Housing Counseling <ul style="list-style-type: none"> <li>▪ Cornerstone Financial Education</li> <li>▪ Utah State University Extension Services</li> </ul> </li> </ul> <p>Derived from the FY 2010-2015 Consolidated Plan for Davis, Morgan, Tooele and Weber Counties, the research methodology used to estimate and project affordable housing demand involved the application of ratios of households with problems. The 2010-2015 Consolidated Plan was prepared by the Wasatch Front Regional Council of Governments.</p> <p>According to HUD, a household with problems consists of any of the following:</p> <ol style="list-style-type: none"> <li>1) Persons and families living in units with physical defects and problems (i.e lacking a bathroom or kitchen, sewer leaks, roof leaks, etc.) that is unfit for human habitation; or</li> <li>2) Persons and families living in overcrowded conditions (greater than 1.01 people per room); or</li> <li>3) Persons or families cost burdened who are paying more than 30 percent of their gross income towards their housing including their utilities.</li> </ol> <p>For low income households with problems, cost burden appears to be the primary contributing factor. While the incidence of physical defects and overcrowding are evident in our community, they are overshadowed by the cost burden. High foreclosure rates (and continuing to grow) and substantial declines in home values in Weber County and the rest of the state are undoubtedly increasing overcrowding and abandoned and dilapidated dwellings.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p> <p>N/A</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>N/A</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>N/A</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>N/A</p>

**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The Weber Housing Authority began operations as a standalone agency in March 2009. At this time, the Weber Housing Authority assumed a waiting list that had been closed for nearly a year. A mandatory update was completed of this existing waiting list and then the decision was made to open the waiting list to new applicants. The only preference being given at this time is date of application. The waiting list is currently open and we do not anticipate closing it any time in the near future. As of this writing, the following holds true:

9.0

Housing Needs of Families on Weber Housing Authority Waiting List		
	# of families	% of total families
Waiting list total	395	
Extremely low income <30% AMI	240	60.76%
Very low income >30% AMI, <50% AMI	30	7.59%
Low income >50% AMI, <80% AMI	2	0.51%
Incomplete income data	117	29.62%
Families with children	197	49.87%
Elderly families	26	6.58%
White (not Hispanic)	231	58.48%
Hispanic	121	30.63%
African American]	24	6.08%
American Indian	11	2.78%
Asian/Pacific Islander	8	2.03%

**Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

**Strategies for Addressing Needs**

**Need: Shortage of affordable housing for all eligible populations**

Maximize the number of affordable units available to the Weber Housing Authority within its current resources

- Maintain or increase Housing Choice Voucher lease-up rates by establishing payment standards that enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the Weber Housing Authority regardless of the unit size required
- Maintain or increase Housing Choice Voucher lease-up rates by effectively screening applicants to increase owner acceptance of the program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Meet with local community leaders to determine and understand their housing needs

Increase the number of affordable housing units

- Apply for additional rental vouchers as they become available
- Leverage affordable housing resources in the community through the creation of mixed finance housing
- Pursue housing resources other than public housing or tenant based rental assistance

**Need: Families at or below 30% of Area Median Income**

Target available assistance to families at or below 30% AMI

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant based rental assistance programs – currently 61% meet this criteria
- Adopt rent policies to support and encourage work

**Need: Families at or below 50% of Area Median Income**

Target available assistance to families at or below 50% AMI

- Adopt rent policies to support and encourage work

**Need: Elderly Families**

Target available assistance to the elderly

- Apply for special purpose vouchers targeted to the elderly as they become available

**Need: Disabled Families**

Target available assistance to families with disabilities

- Apply for special purpose vouchers targeted to families with disabilities as they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities

**Need: Races or ethnicities with disproportionate housing needs**

Increase awareness of Weber Housing Authority resources among families of races and ethnicities with disproportionate needs

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Conduct activities to affirmatively further fair housing

- Counsel Housing Choice Voucher tenants as to location of units outside of areas of poverty or minority concentration and assist them in locating those units
- Market the Housing Choice Voucher program to owners outside of areas of poverty/minority concentrations

**Reasons for selecting the above mentioned strategies**

- Funding constraints
- Staffing constraints
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information and resources available to the Weber Housing Authority
- Influence of the housing market on the Weber Housing Authority
- Community priorities regarding housing assistance
- Results of consultation with city, county and state government agencies
- Result of consultation with advocacy groups

9.1



<p><b>10.0</b></p>	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>At the beginning of FY 2009, due to budget constraints and the Weber Housing Authority’s determination of insufficient funding, the Weber Housing Authority took aggressive actions to reduce costs in the Housing Choice Voucher program. The Weber Housing Authority achieved it’s mission and stated goals by sustaining the supply of quality assisted housing, promoting economic opportunities and ensuring equal opportunity for affordable housing in our community.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Weber Housing Authority that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners/Directors.</p>
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<p><b>11.0</b></p>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## Instructions form HUD-50075

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### 1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### 2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### 3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### 4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

### 5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

**8.2 Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.